

WIA Title 1 Youth Data Elements that Affect Performance Measures

ASSET - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://education.dwd.state.wi.us/asset/> Go

ASSET

- Case Management
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- Exit ASSET

Contact Details Demographics Military Service Case Management Info

Contact Information:

PIN: 632

* Intake Date: 04/01/2003 [mm/dd/yyyy]

Last Self Service Date: Has not used JobNet TouchScreen

* Social Security Number: 101-01-1010 [###-##-####]

SSN Validation: Input SSN Not Verified

Title: Ms.

* First Name: Nina

Middle Initial: T

* Last Name: Katz

Suffix:

* Residence Address Line 1: 123 Catnip Lane

Residence Address Line 2:

* Residence City: Feline

* Residence State: WI

Done Trusted sites

Start Inbox - Microsoft... Document5 - Mic... ASSET - Micros... 12:38 PM

1. Social Security Number is used for UI Wage Record cross match to determine OY Entered Employment, OY/YY Retention, OY Earnings Change, OY Certificate/Credential Attainment & All-Youth Placement.

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Contact Details **Demographics** **Military Service** **Case Management Info**

Demographics:

* Gender: Female

* Date of Birth: 06/07/1986 [mm/dd/yyyy]

Ethnicity Hispanic or Latino: ☐ Yes ☒ No ☐ Unknown\undisclosed

* Race - Check at least one:

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hawaiian Native or other Pacific Islander
- ☐ White
- ☒ Other
- ☐ Unknown\undisclosed

* Limited English language proficiency: ☒ Yes ☐ No ☐ No Response

Limited English Reading Ability: ☒ Yes ☐ No ☐ No Response

Limited English Speaking Ability: ☒ Yes ☐ No ☐ No Response

Primary Language: Other

* Individual with a disability: No

Migrant Seasonal Farm Worker:

2. Date of Birth used to determine if older youth or younger youth.

WIA Title 1 Youth Data Elements that Affect Performance Measures

ASSET - Employability Plan Summary for Nina Katz (632)

Youth Skill Attainment

Goal	Goal Type	Goal Date	Goal Status	Create Date	Created By
Increase readi...	Basic Skills	09/17/2004	Set, but attainment pending	09/17/2004	DWD\BARTED
Increase my vo...	Occupational Skills	09/05/2002	Set, but attainment pending	09/05/2003	BRYANNA
Complete perso...	Basic Skills	06/06/2003	Attained	06/06/2003	BRYANNA
Complete beetl...	Work Readiness Skills	06/06/2003	Set, but attainment pending	06/06/2003	BRYANNA
Become certifi...	Occupational Skills	05/01/2003	Not attained	05/01/2003	BRYANNA
Complete Stalk...	Occupational Skills	04/01/2003	Not attained	04/01/2003	BRYANNA

Page 1
6 row(s) found

Skills to Develop

Skill	Type	Set Date	Status	Create Date	Created By
Complete educa...	Basic Educational	01/18/2005	Attainment Pending	01/18/2005	DWD\BARTED
Read at the 10...	Basic Educational	09/17/2004	Attainment Pending	09/17/2004	DWD\BARTED
Learn to use J...	Work Readiness	07/29/2004	Attainment Pending	07/29/2004	DWD\SCHMILY

Page 1
3 row(s) found

Job Readiness Steps

3. Skill goals must be set and attained.
 - The goal must be attained within 1 year of the set date.
 - If a youth is basic skills deficient, a basic skills goal must be set.
 - Goal-setting and attainment reporting should be an ongoing activity; not a once a year event.

SETTING A SKILL ATTAINMENT GOAL:

The screenshot shows the ASSET web application in Microsoft Internet Explorer. The address bar displays <http://education.dwd.state.wi.us/asset/>. The page title is "ASSET - Youth Skill Attainment for Nina Katz (632)".

Left Sidebar:

- ASSET
 - Case Management
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Main Form:

Buttons: Save, Event History

Youth Skill Attainment

- * Goal Type: Basic Skills
- * Goal: Increase reading level by .5
- caution 200 character limit
- * Performance Related Goal: ☒ Yes ☐ No ☐ No Response
- * Contract ID: Select Contract ID
- Old Contract ID: abcdefg
- * Goal Attainment Status: Set, but attainment pending
- * Goal Set Date: 09/17/2004 [mm/dd/yyyy] Set As Today
- * Planned Date of Attainment: 09/18/2005 [mm/dd/yyyy] Set As Today
- Comments:
- caution 200 character limit

4. At least one goal must be identified as a performance related goal each program year.
 - A maximum of 3 performance related goals will be counted each program year.
 - If more than 3 are identified, we select the ones with the earliest set dates.
5. Goal Attainment Status determines if the goal goes into the numerator as well as the denominator. Report as "Set, but attainment pending."
6. Goal Set Date establishes the 1-year clock for attainment. One year is 365 days (i.e., July 1, 2006 - June 30, 2007).
 - Do not designate long-term goals (greater than one year to planned attainment) as "performance related goals".

WIA Title 1 Youth Data Elements that Affect Performance Measures

REPORTING A SKILL ATTAINMENT:

ASSET - Microsoft Internet Explorer

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Address <http://education.dwd.state.wi.us/asset/> Go

caution 200 character limit

* Performance Related Goal: ☒ Yes ☐ No ☐ No Response

* Contract ID:

Old Contract ID: 24tpv68

* Goal Attainment Status:

* Goal Set Date: 06/06/2003 [mm/dd/yyyy]

* Planned Date of Attainment: 06/06/2004 [mm/dd/yyyy]

* Actual Date of Attainment: 08/04/2006 [mm/dd/yyyy]

Comments:

caution 200 character limit

* Case Manager: **Bryan, Nancy**

Staff Type:

* Office Code: 0810-Dane County Job Center

WDA: **010-South Central**

Created: 6/6/2003 1:22:01 PM By: BRYANNA

Last Updated: 6/6/2003 1:27:08 PM By: BRYANNA

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Start | | | | | | | | | | | | 1:21 PM

7. Goal Attainment Status must be changed to "Attained" or "Not Attained".
8. Actual Date of Attainment must be 1 year from set date if performance related goal.

PROGRAM CHARACTERISTICS THAT DETERMINE INCLUSION IN PERFORMANCE MEASURES

ASSET - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://education.dwd.state.wi.us/asset/> Go

ASSET - Program Details for Nina Katz (632)

Save
Event History

General Program Summary	Title 1	Title 1 Youth
General Program Summary: Program Name: WIA Title 1 * Registration Date: 02/06/2006 [mm/dd/yyyy] <input type="button" value="Set As Today"/> Participation Date: 02/16/2006 Exit Date: * Education Status: Not Attending, Dropout * Highest School Grade Completed: Tenth Grade Completed * Employment Status: Not Employed * Unemployment Compensation Programs (U.I.): Neither claimant nor exhaustee Pre-Participation Earnings: 1st Qtr prior: \$ <input type="text"/> Oct 01, 2005 - Dec 31, 2005 2nd Qtr prior: \$ <input type="text"/> Jul 01, 2005 - Sep 30, 2005		

Done Trusted sites

Start | Inbox - Microsoft... | Document5 - Mic... | **ASSET - Micros...** | 12:40 PM

9. Participation date is date of first Youth Service (excluding Design Framework Activities).
10. Education Status determines inclusion in YY Diploma Attainment , All Youth Placement in Employment or Education, and All Youth Literacy and Numeracy measures. Diploma must be attained after the participation date.
11. Employment Status determines inclusion in OY Entered Employment and All Youth Placement in Employment or Education measures.

PROGRAM CHARACTERISTICS THAT DETERMINE INCLUSION IN PERFORMANCE MEASURES (continued)

ASSET - Microsoft Internet Explorer

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Skills Obtained During Employment:

caution 200 character limit

* Meets WIA 'Out of School Youth' Criteria (at time of participation)? : No, does not meet criteria

Eligible for Youth Services: ☒ Yes ☐ No ☐ No Response

Age Level: Older Youth

Income Level: Non Low Income Status

Intake Status: [dropdown]

Parental Consent for Survey: ☐

Family Members:

Youth family information gets saved by clicking the Update button.

Add Family Member

Parent Guardian Info:

First Name: [text box]

Middle Initial: [text box]

Last Name: [text box]

Done Trusted sites

Start | [taskbar icons] | ASSET - Micros...

15. If "Yes" and basic literacy skills deficient, places participant in All Youth Literacy and Numeracy Gains measure.

WIA Title 1 Youth Data Elements that Affect Performance Measures

ASSET - Microsoft Internet Explorer

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Address <http://education.dwd.state.wi.us/asset/> Go

ASSET - Service Eligibility for Nina Katz (632)

Program Information - WIA Title 1

Program Area:

Service Name	Service Description
Adult Mentoring	Engaged in the pairing of a skilled or experienced adult with the youth to help him/her succeed.
Alternative Secondary School Offerings	The youth is engaged in approved secondary education other than a public High School.
Apprenticeship	Program approved/recorded by the ETA/Bureau of Apprenticeship and Training or State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential.
Career Development	Engaged in career-planning and employment counseling, beyond regular appointments.
Comprehensive Guidance and Counseling	Engaged in counseling to address barriers that affect Youth Program participation.
Design Framework: Assessment	Identifies a youth as needing a comprehensive assessment to determine the needs of the youth.
Design Framework: Case Management	Identifies a youth as needing coordination of the multiple educational, employment, and supportive services necessary to achieve goals.

Done Trusted sites

Start | Inbox - Microsoft... | Document5 - Mic... | ASSET - Micros... | 12:42 PM

13a-13e - Change "Enrolled in Education" on Manage Programs Screen to "Yes" if these program elements are received at or during program participation. Places Youth in All-Youth Attainment of Degree or Certificate measure.

16. Design Framework Activities do NOT put a youth into performance measures.

WIA Title 1 Youth Data Elements that Affect Performance Measures

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- Exit ASSET **13e**

Design Framework: Individual Service Strategy	Identifies a youth as needing service plan leading toward job goals, achievement objectives, and/or educational goals.
Dropout Prevention Strategies	Engaged in strategies to help a youth continue to work toward a high school diploma or an equivalent.
Financial Literacy/Budgeting Training	Engaged in training to improve financial literacy or personal budgeting skills.
Instruction Leading to Secondary School Completion	
Internships	Engaged in a short-term work experience to gain experience in a specific field.
Job Search	Engaged in employment search.
Job Shadowing	Engaged in an activity which provides exposure to an occupation(s) through observation.
Leadership Development	Engaged in activities that provide the opportunity to take on new roles and responsibility.
Needs Related Payments (Stipends for Youth in Training)	Stipends provided for youth in training who are eligible.
Occupational Skill Training	Engaged in classroom or job site training leading to a specific occupational skill.
On-the-Job Training	Engaged in a subsidized contract to employ/train; with unsubsidized employment the goal.
Paid Work Experience	Engaged in paid learning experience that takes place in the workplace for a limited time.
Parental Skills Training	Engaged in classroom instruction to improve parenting skills.

Trusted sites

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13a - 13e (on previous page) Change "Enrolled in Education" on Manage Programs Screen to "Yes" if these program elements are received at or during program participation. Places Youth in All-Youth Attainment of Degree or Certificate measure.

WIA Title 1 Youth Data Elements that Affect Performance Measures

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Program Area: Youth

Service Information

Service Name: Alternative Secondary School Offerings

Service Category: Youth Services

*** Open: (One of the following is required)**

Planned Service Date: 02/16/2006 [mm/dd/yyyy] Set As Today

Actual Service Date: 02/16/2006 [mm/dd/yyyy] Set As Today

*** Close: (One of the following is required)**

Planned Service Date: 10/01/2006 [mm/dd/yyyy] Set As Today

Actual Service Date: [mm/dd/yyyy] Set As Today

*** Funding Source:** WIA Title 1B Youth

*** Contract ID:** 10-0001 Select Contract ID

Old Contract ID:

Provider Name:

Provider Text:

*** Weekly Participation Hours:** 5

Completion Code:

17. Earliest actual begin date establishes date of first youth service/participation date.
18. Exit is based on last actual service close date or planned service close date, whichever is later.
19. Service must be funded by WIA Title 1B Youth to place in performance measures.

WIA Title 1 Youth Data Elements that Affect Performance Measures

ASSET - Microsoft Internet Explorer

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ASSET - Service Summary for Nina Katz (632)

Program Information - WIA Title 1

Registration Date: 02/06/2006

Program Area	Begin Date	End Date	Staff ID
Youth	02/06/2006		DWD\BRYANNA

Service Name	Open Date	Close Date	Office	Staff ID
Alternative Secondary School Offerings	02/16/2006		0810	DWD\BRYANNA

Add Service

Program Information - TAA/NAFTA

Registration Date: 02/17/2006

Program Area	Begin Date	End Date	Staff ID
TAA	02/17/2006		DWD\BRYANNA

Service Name	Open Date	Close Date	Office	Staff ID
ATAA	08/04/2006		0810	DWD\BRYANNA

Add Service

Done Trusted sites

Start | Inbox - Microsoft... | Document5 - Mic... | ASSET - Micros... | 12:45 PM

20. The participant will not exit until all ASSET-tracked programs are closed. If the case manager does not enter an actual close date, the planned end date will be used.

WIA Title 1 Youth Data Elements that Affect Performance Measures

The screenshot shows the ASSET web application in Microsoft Internet Explorer. The address bar displays <http://education.dwd.state.wi.us/asset/>. The left sidebar contains a tree view with the following items: ASSET, Case Management, Manage Customers, Manage Employment, Manage Assessments, Manage Employability Plan, Manage Program Exits (highlighted with a yellow arrow labeled 21), Manage Services, Manage Program Exits (highlighted with a yellow arrow labeled 22), Manage Follow-ups, Manage Customer Notes, Staff Requests, Job Matching, System Reports (highlighted with a yellow arrow labeled 23), HELP (ASSET System Manual), Staff Information, Staff Search, WI Job Center Directory, and Exit ASSET. The main content area displays the 'ASSET - Program Exit Details for Nina Katz (632)' form. The form has a teal header bar with the title. Below the header are two buttons: 'Save' and 'Event History'. The form is divided into sections. The 'Program Exit Information' section contains the following fields: 'Program of Exit' (WIA Title 1), 'Exit Date' (01/03/2006, with a 'Set As Today' button), 'Age at Exit' (19), 'Education Status at Exit' (Not Attending, Dropout), 'Hourly Wage at Exit' (\$), 'Employed at Exit' (checkbox), and 'Title 1 - Exit Reasons other than completion'. The 'Office Code' field is 0810-Dane County Job Center, and the 'WDA' field is 010-South Central. The status bar at the bottom shows 'Done' and 'Trusted sites'.

This screen shot applies to Youth participants.

21. Exit date determines the exit quarter and establishes the timeline for the post-exit performance measurement quarters.
22. Education status at exit determines youth inclusion in some All-Youth measures. Education status at exit determines youth exclusion from some Younger Youth and Older Youth measures.
23. Exit reason removes the participant from all performance measures if properly documented.

WIA Title 1 Youth Data Elements that Affect Performance Measures

ASSET - Microsoft Internet Explorer

Address: <http://education.dwd.state.wi.us/asset/>

ASSET - Follow-up Summary for Nina Katz (632)

Follow-up Credentials

Program Name	Credential	Credential Date	Program Exit Date
WIA Title 1	Occupational Skills Certificate or Credential	04/22/2003	04/23/2003
WIA Title 1	Occupational Skills License	04/01/2003	04/23/2003

[Page 1](#)

2 row(s) found.

[Add Follow-up Credential](#)

Follow-up Status

Program Name	Program Exit Date
TAA	08/19/2004
WIA Title 1	04/23/2003

[Page 1](#)

2 row(s) found.

[Add Follow-up Status](#)

Follow-up Services

24. Any youth who is enrolled in education at the time of participation, or at any time during participation, will be counted in the All Youth Attainment of Degree or Certificate measure.
- All Older Youth are counted in the Older Youth Credential Attainment measure.
 - Younger Youth are counted in the Diploma Attainment measure.
 - If a youth attains BOTH a certificate and a degree/diploma/GED, it is MOST critical to report the degree/diploma/GED to ensure inclusion in the youth certificate/credential measures.

WIA Title 1 Youth Data Elements that Affect Performance Measures

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ASSET - Follow-up Credentials for Nina Katz (632)

Save

Event History

* Credential Attained:

* Date Credential was Attained:

* Case Manager: Bryan

Staff Type:

* Office Code: 0810-Dane County Job Center

WDA: 010-South Central

Created: By:

Last Updated: By:

Change Staff

Done

Trusted sites

Start | Inbox - Microsoft... | Document5 - Mic... | ASSET - Micros... | 12:46 PM

25. The certificate/credential must be attained by the end of the third quarter after the exit quarter.

- The certificate/credential can be attained during program participation.
- More than 1 certificate/credential can be reported, but only one certificate per participant will be counted.
- Any individual who becomes a participant on or after July 1, 2006 is subject to the current Federal and State certificate/credential policy.
- Any individual who was already a participant prior to July 1, 2006 is held to the previous credential policy.

WIA Title 1 Youth Data Elements that Affect Performance Measures

ASSET - Microsoft Internet Explorer

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ASSET - Follow Up Status for Nina Katz (632)

Event History

Entered Employment Overview	First Quarter	Second Quarter	Third Quarter
-----------------------------	---------------	----------------	---------------

Employment Follow-up

Has this person entered Training-related employment during the first 3 quarters after exit?

Method Used to Determine Training-related Employment:

Entered Non-Traditional Occupation during the first 3 quarters after exit:

☒ Yes ☐ No

Reason follow-up not possible at this time:

Done

Trusted sites

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26. If an exclusion is discovered any time after exit to the end of the third quarter after exit, the participant will be removed from all performance measures. Exclusions must be documented.

WIA Title 1 Youth Data Elements that Affect Performance Measures

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ASSET - Follow Up Status for Nina Katz (632)

Event History

Entered Employment Overview	First Quarter	Second Quarter	Third Quarter
Employment Follow Up First Quarter After Exit Quarter: 07/01/2003 - 09/30/2003 Exit Date: 04/23/2003			
Youth Status: Youth Placement\Retention: <input type="text"/>			
Employment Status: Was this person employed at any time during this quarter? <input type="radio"/> Yes <input type="radio"/> No Supplemental Data Status: <input type="text"/> Not Necessary			
For Supplemental Federal Reporting: Total Wages Paid in Quarter from Supplemental Employment: \$ <input type="text"/> 50.00 (#####.##) Out of State Employment: <input type="radio"/> Yes <input checked="" type="radio"/> No Self Employment: <input type="radio"/> Yes <input checked="" type="radio"/> No			

Done Trusted sites

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27. Affects All-Youth Placement in Employment or Education, Older Youth Entered Employment, Older Youth Employment Retention, Older Youth Earnings Change and Older Youth Credential Attainment measures.

WIA Title 1 Youth Data Elements that Affect Performance Measures

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ASSET - Follow Up Status for Nina Katz [632]

Event History

Entered Employment Overview	First Quarter	Second Quarter	Third Quarter
Employment Follow Up Third Quarter After Exit Quarter: 01/01/2004 - 03/31/2004 Exit Date: 04/23/2003			
Youth Status: Youth Placement\Retention: <input type="text"/>			
Employment Status: Was this person employed at any time during this quarter? <input type="radio"/> Yes <input checked="" type="radio"/> No Supplemental Data Status: <input type="text" value="Not Necessary"/>			
For Supplemental Federal Reporting: Total Wages Paid in Quarter from Supplemental Employment: \$ <input type="text" value="100.00"/> (#####.##) Out of State Employment: <input type="radio"/> Yes <input checked="" type="radio"/> No Self Employment: <input checked="" type="radio"/> Yes <input type="radio"/> No			

Done Trusted sites

Start | | | | | | | - Microsoft... | - Document5 - Mic... | - Micros... | 12:47 PM

28. Affects Older Youth Employment Retention, Older Youth Earnings Change, and Younger Youth Placement & Retention rates.

WIA Title 1 Youth Data Elements that Affect Performance Measures

ASSET - Microsoft Internet Explorer

Address: <http://education.dwd.state.wi.us/asset/>

Supplemental Data Status: Not Necessary

For Supplemental Federal Reporting:

Total Wages Paid in Quarter from Supplemental Employment: \$ 50.00 (#####.##)

Out of State Employment: ☐ Yes ☒ No

Self Employment: ☐ Yes ☒ No

Other Non-UI Covered Employment: ☐ Yes ☒ No

Supplemental Data Verification Status: Not Verified

For Local Management Reporting:

Employer: DEF Mouse supply

Hourly Wage: \$ 1.10 (####.##)

Average Hours per Week: 10

O*NET Occupational Code: (##-####.##) [Link to O*NET](#)

Total Wages Paid in Quarter: \$ (#####.##)

* Office Code: 0810-Dane County Job Center

WIDA: 010 South Central

Trusted sites

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29. If the Supplemental Data Status field says "Not Necessary", it means employment information is already available for the participant.
30. If the Supplemental Data Status field says "Necessary, case managers should complete the "For Supplemental Federal Reporting" section only if:
 - o Local program policy (WDB, TAA or Job Service) require it, and
 - o Acceptable documentation has been obtained.
31. Supplemental Data Verification Status triggers inclusion in performance measures. DO NOT COMPLETE this field if acceptable documentation has not been obtained.

WIA Title 1 Youth Data Elements that Affect Performance Measures

ASSET - Microsoft Internet Explorer

Address: <http://education.dwd.state.wi.us/asset/>

ASSET - Assessment Summary for Nina Katz (632)

Assessments

Assessment Name	Create Date	Created By	Updated Date	Updated By
Comprehensive Assessment	04/01/2003	BRYANNA	09/09/2005	DWD\BARTED

1 row(s) found.

Test Scores - GATB \ Ability Profiler

0 row(s) found.

Test Scores - Youth Literacy \ Numeracy

Test Category	Create Date	Created By	Updated Date	Updated By
ESL	09/09/2005	DWD\BRYANNA		

1 row(s) found.

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32. Only out-of-school, basic skills deficient youth are counted in the Literacy/Numeracy test score fields.
- Status as an out-of-school, basic skills deficient youth is determined on the date of first youth service, other than Design Framework Activities.

August 2006